

MONITORING INSTRUMENT ITEM REPORT

2014–15 Program Instruments

Adult Education and Family Literacy Act 2014–15

I. INVOLVEMENT

I-AE 01: Collaboration

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-AE 01 Local providers shall effectively coordinate community resources and establish strong linkages to elementary and secondary schools, postsecondary institutions, one-stop centers, job training programs, social service agencies, community-based organizations, and other entities, as appropriate. Local providers will describe cooperative arrangements that promote delivery of unduplicated services to adults. Local providers will also demonstrate the capacity to link the target student population to community and individual asset-building opportunities. (20 USC 9241 (e) (9))

1.1 Coordinate with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary education institutions, one-stop centers, job training programs, and social service agencies. (20 USC 9241 (e) (9))

1.2 The local provider shall establish cooperative arrangements that promote delivery of unduplicated services to adults. (20 USC 9223 (b))

Associated Documents

Required and Suggested Documents AE Meeting agendas, sign in sheets, committee rosters, and notes [r]
AE Collaboration agreements/MOU [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-AE 02: Data Collection

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-AE 02 Local providers shall maintain a high-quality management information system (MIS) that has the capacity to report learner outcomes, monitor program performance, and collect and transmit the required data in the acceptable format. (20 USC Section 9241 (e) (1) & (11))

2.1 The local provider will support activities that maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performances measures.

2.2 The local provider will use a high-quality assessment, evaluation, and data collection system in providing measurable performance standards for program participants.

Associated Documents AE Federal Tables 4 and 5 [r]

Required and Suggested Documents AE Data Integrity Report [r]
AE Local Assessment Policy [r]
AE Payment point summary [r]

Legal References

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III. FUNDING

III-AE 03: Financial Accountability

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-AE 03 Local providers will provide annual fiscal reports, budget and budget justifications, and expenditure reports of all federal funds under the Workforce Investment Act (WIA), Title II grant and comply with all related fiscal requirements. (20 USC Section 9241(e)(1) &(11))

3.1 The federal grant shall supplement and not supplant state and local public funds expended for adult education and literacy activities. (20 USC Section 9251 (a))

3.2 If the local provider collects fees, track and report such fees to CDE, maintain auditable records and use such fees only for allowable grant related purposes. Fees shall not adversely affect participation of economically disadvantaged students. The local provider shall keep an updated and approved fee policy on file. The local provider shall not report income from fees to meet state match and maintenance of effort requirements. (34 CFR Section 76.534)

3.3 In kind contributions need to be properly documented and verifiable. (34 CFR Section 80.24)

3.4 The district or agency shall not spend more than 5 percent of the federal grant on administration unless the California Department of Education has approved a different rate. (20 USC Section 9243)

Associated Documents

Required and Suggested Documents AE Annual Budget and Budget justification [r]
AE Annual Fiscal Reports [r]
AE Fee policy [r]
AE Final Expenditure Claim Report (ECR)
AE In-kind expenditures [r]
AE Non-federal AEFLA allowable expenditures [r]
AE Organizational chart [r]
AE Time accounting sheets [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-AE 04: Program Effectiveness

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-AE 04 Local providers will establish measurable goals for participant outcomes. (20 USC 9241(e)(1))

4.1The local provider will demonstrate past effectiveness in improving the literacy skills of adults and families. (20 USC Section 9241(e)(2))

4.2 The local provider shall maintain performance reports and data collection that demonstrate past effectiveness in improving the literacy skills of adults and families. (20 USC Section 9241 (e)(2))

Associated Documents AE Federal Tables 4 and 5 [r]

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Required and Suggested Documents

- AE Data Integrity Report [r]
- AE Local Assessment Plan [r]
- AE Local Performance Reports [r]
- AE Payment point summary [r]
- AE Persistor Report [r]
- AE Targeted Technical Assistance documentation [r]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-AE 05: Staff Qualifications

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-AE 05 Local providers will demonstrate that staff possess the necessary credentials and expertise to serve the grant's target student populations. The training and experience of the local providers' program instructors, counselors, and administrators must meet high standards. (5 CCR sections 80020.4(c); 80020.4.1 (a) and (b); 80034.5; EC Section 44865; 20 USC Section 9241(e)(8))

5.1 The local provider maintains records of appropriate degrees, credentials, or other certifications, and a written description of the minimum qualifications that instructors, tutors, counselors, coordinators, and administrators must have to work in the program. (5 CCR sections 80020.4(c); 80020.4.1 (a) and (b); 80034.5; EC Section 44865; 20 USC Section 9241(e)(8))

Associated Documents

Required and Suggested Documents

- AE Duty Statements/Job Descriptions [r]
- AE Staff assignments [r]
- AE Staff Credentials [r]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-AE 06: Professional Development

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators Local adult education and literacy providers shall offer comprehensive, high-quality professional development that leads to continuous program improvement. (20 USC sections 9223(a)(1)-(5); 9241(e))

6.1 The local provider shall establish and operate a professional development program to enhance the quality of instruction and curriculum. (20 USC sections 9223(a)(1)-(5); 9241(e))

Associated Documents

Required and Suggested Documents

- AE Professional development policies, agendas, training materials, and sign-in sheets [r]

Legal References

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VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-AE 07: Needs Assessment

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators Local providers shall demonstrate a commitment to serving adults considered the most in need, including students who are low-income or have minimal literacy skills. The program offerings shall reflect the needs of the local community in terms of literacy and basic skills needs. Demonstration of this commitment is accomplished by an analysis of community demographics compared to the types of programs offered. (20 USC sections 9241(e)(5) and (12))

1.1 The local provider shall commit to serving adults considered most in need including students who are low-income or have minimal literacy skills. (20 USC Section 9241(e)(3))

1.2 The local provider's commitment shall be accomplished by an analysis of community demographics compared to the types of programs offered. (20 USC sections 9241(e)(5) and (12))

1.3 The local provider shall maintain documented evidence supporting the existence of a local need for literacy education, the existence of which supports the expenditure of federal funds to implement and/or supplement existing educational programs. (20 USC sections 9241(e)(5) and (12))

Associated Documents

Required and Suggested Documents AE Demographic reports [r]
AE EL Civics Needs Assessment [r]
AE Student wait lists [r]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-AE 08: Intensity and Duration

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-AE 08 Local providers shall provide instruction that is of sufficient intensity and duration to achieve substantial learning gains. (20 USC Section 9241(e)(4)(A))

Associated Documents

Required and Suggested Documents AE Class schedules [r]
AE Course outlines [r]
Class schedules [r]; Course outlines [r]

Legal References

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VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-AE 09: Educational Technology

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-AE 09 Local providers should make effective use of technology, including computers, in the delivery of education. (20 USC Section 9241 (e)(6))

9.1 The local provider shall show effective use of technology, including computers, and distance learning in the delivery of education. (20 USC Section 9241 (e)(6))

Associated Documents

Required and Suggested Documents AE Course offerings list [r]
AE Equipment Inventory [r]
AE Technology Plan [r]

Legal References

VII. TEACHING AND LEARNING

VII-AE 10: Curriculum and Instructional Practices

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-AE 10 Local providers shall select literacy and adult education practices that are based on a solid foundation of research and effective educational practices. (20 USC sections 9241(e)(4B)(5) & (7))

10.1 The local provider shall base its educational programs on a solid foundation of research-based practices and use instructional methods proven to be effective in teaching adults. (20 USC Section 9241(e)(5))

10.2 The program shall provide learning in real-life contexts to ensure that students obtain the skills to compete in the workplace and can exercise the rights and responsibilities of citizenship. (20 USC Section 9241(e)(7))

Associated Documents

Required and Suggested Documents AE List of district approved courses [r]
AE Sample Curriculum [r]
AE Sample instructional materials [r]

Legal References

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VII. TEACHING AND LEARNING

VII-AE 11: Support Services

Updated 07/11/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-AE 11 Local providers shall provide flexible schedules and support services (such as childcare and transportation) to enable students including individuals with disabilities or other special needs to attend and participate in education programs.(20 USC Section 9241(e)(10))

Associated Documents

Required and Suggested Documents AE Referral agreements [r]
AE Resource information [r]

Legal References